



County of Mono

JOB ANNOUNCEMENT

<i>FILING DEADLINE:</i> Open Until Filled	<i>Fiscal & Technical Specialist I / II</i> <i>Permanent, Full-Time</i> Community Development Department <i>Mammoth Lakes, CA</i>	<i>SALARY</i> FTS I (Range 51): \$2,748 – \$3,339 / mo. \$15.85 – \$19.26/hr. FTS II: (Range 55): \$3,033 – \$3,687 / mo. \$17.50 - \$21.27/hr.
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Mono County is accepting applications for a permanent Fiscal and Technical Specialist I / II now open in the Community Development Department in Mammoth Lakes, CA. This recruitment is to fill this vacancy and to create a list. Qualified applicants not selected for this position will be placed on a one (1) year eligibility list from which future vacancies may be filled.

Under supervision, provide technical and clerical assistance to Community Development Staff, Community Development Director, and other staff. May perform accounting, statistical and specialized technical tasks; provide a variety of public information about Department policies and procedures; a variety of office assistance and reception assignments, do related work as required. This position may work hours other than 8:00 a.m. to 5:00 p.m.

Examples of Duties (not limited to):

- Provide phone coverage and public with general information; mail distribution; time card distribution; fax distribution; conference room reservations
- Maintain office calendar, conference room schedule and setup, phone list
- Process a variety of forms for multiple departments
- Maintain office equipment and order supplies; maintain filing system
- Prepare agendas, attend meetings, take/transcribe minutes
- Process account receivables and payables; process timesheets; maintain financial reports; prepare financial budget; process grants
- Planning Committees: Coordinate and distribute agendas
- Update web listings for Community Development Department and various commissions and committees; assist with Internet research
- Assume other duties as assigned

Minimum Qualifications: At least three years of responsible office and administrative support work, including experience in a position requiring accounting and experience with substantial public contact.

FTS II: At least one year of work experience in performing tasks at a level comparable to FTS I with Mono County.

Desirable Qualifications: Strong customer service skills; team player; use of computerized information systems; be able to create and manipulate spreadsheets of varying complexity; use word processing software at an acceptable rate to meet work production requirements; know modern office methods and correct English and grammar usage. Ability to: gather and organize data and information, utilize spreadsheets and databases; prepare clear, concise and accurate reports; perform a variety of office support, secretarial, and administrative detail work; identify, prepare and use a variety of documents and forms; strong work ethic.

Special Requirements: Possession of a valid driver's license.

Training & Experience: Any combination of training and experience that would provide the required knowledge and abilities is qualifying.

Selection Process: The selection process may include any of the following: application, a written test that includes math, typing test, and an oral interview (weighted 100%).

Application Process: For a job description and application contact the County Administrative Office at (760) 932-5412 or print from the website listed below. Resumes are encouraged, but may not be substituted for the official application. **Qualified** County employees who have attained **permanent** status will be given hiring preference. Faxed applications or email: teely@mono.ca.gov will be accepted provided the application with the original signature is mailed to the address below.

COUNTY OF MONO
COUNTY ADMINISTRATIVE OFFICE – Human Resources
P.O. Box 696 ~ Bridgeport, California 93517
(760) 932-5412 ~ (760) 932-5411 (FAX) ~ www.monocounty.ca.gov
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